



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Re-description of duties: This position replaces

(Title) (Series) (Grade)

Positions No.

☒ b. New Position

☐ c. Other (Explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Chauffeur	PSA-03		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)  
Motor Pool Chauffeur

7. NAME OF EMPLOYEE

8. OFFICE/SECTION  
General Service Office

a. First Subdivision  
Motor Pool

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date (mm-dd-yyyy)

Typed Name and Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

Typed Name and Signature of Admin or HR Officer

Date (mm-dd-yyyy)

13. BASIC FUNCTION OF POSITION

The Incumbent serves as a Chauffeur: operates motor vehicle to transport embassy employees, visitors and other official passengers or cargo to various locations within Nigeria.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Operates a passenger motor vehicle in accordance with Dispatchers instructions to transport Embassy and/or associated Agency personnel and official visitors within the city and surrounding area. Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature. Complete trip tickets or other daily vehicle records. May be assigned to drive the head of an associated Agency or VIP visitors for a portion of the time. May deliver documents. May operate a small bus or carry on regular easily understood instructions from Dispatcher. Must exercise judgment in selecting routes in order to make best use of time, particularly during rush traffic periods.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:  
Secondary School and professional driving license is required.
- b. Prior Work Experience:  
Two to three years prior driving experience as a professional driver is required.
- c. Post Entry Training:  
Familiarization with key locations and routes in and around Abuja. Some preventative maintenance training by vehicle Maintenance Specialist.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Level III English language speaking/reading/writing is required.
- e. Job Knowledge:  
Knowledge of key locations and traffic patterns in and around Abuja. Knowledge of preventative maintenance for vehicles, and ability to recognize when vehicle is not working properly.
- f. Skills and Abilities:  
Ability to drive carefully and cautiously in heavy, chaotic traffic under poorly maintained roads. Ability to recognize a hazard or potentially dangerous situation and take appropriate defensive action. Must be able to drive both automatic and manual vehicles.

16. POSITION ELEMENTS:

- a. Supervision Received:  
Supervised by the Motor pool supervisor
- b. Supervision Exercised:  
None.
- c. Available Guidelines:  
Traffic laws, instructions by supervisor, memoranda and directives from the Management Officer and General Services Officer.
- d. Exercise of Judgment:  
Judgment is exercised hourly, judging road conditions, selecting the fastest route, recognizing situation when extreme caution should be used.  
Recognizing dangerous situation and taking evasive measures, particularly when driving at night.
- e. Authority to Make Commitments:  
None.
- f. Nature, Level, and Purpose of Contacts:  
None.
- g. Time Expected to Reach Full Performance Level:  
Six months.